

**OLYMPUS®**

**DIGITAL VOICE  
RECORDER**

**W-10**

**INSTRUCTIONS**

**EN INSTRUCTIONS\***

Thank you for purchasing an Olympus  
Digital Voice Recorder.

Please read these instructions for information  
about using the product correctly and safely.  
Keep the instructions handy for future reference.

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To ensure successful audio/image recording,  
we recommend that you test the audio/image  
recording functions before use.

**EN**

# For Safe and Correct Usage

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Before using your new recorder, read this manual carefully to ensure that you know how to operate it safely and correctly. Keep this manual in an easily accessible location for future reference.

- The warning symbols indicate important safety related information. To protect yourself and others from personal injury or damage to property, it is essential that you always heed the warnings and information provided.

## General Precautions

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- Do not leave the recorder in hot, humid locations such as inside a closed automobile under direct sunlight or on the beach in the summer.
- Do not store the recorder in places exposed to excessive moisture or dust.
- Do not use organic solvents such as alcohol and lacquer thinner to clean the unit.
- Do not place the recorder on top of or near electric appliances such as TVs or refrigerators.
- Avoid recording or playing back near cellular phones or other wireless equipment, as they may cause interference and noise. If you experience noise, move to another place, or move the recorder further away from such equipment.
- Avoid sand or dirt. These can cause irreparable damage.

- Avoid strong vibrations or shocks.
- Do not disassemble, repair or modify the unit yourself.
- Do not operate the unit while operating a vehicle (such as a bicycle, motorcycle, or go-cart).
- Keep the unit out of the reach of children.

### <Warning regarding data loss>

Recorded content in memory may be destroyed or erased by operating mistakes, unit malfunction, or during repair work. It is recommended to back up and save important content to other media such as a computer hard disk or MO disc.

## Batteries

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### Warning

- Batteries should never be exposed to flame, heated, short-circuited or disassembled.
- Do not attempt to recharge alkaline, lithium or any other non-rechargeable batteries.
- Never use any battery with a torn or cracked outer cover.
- Keep batteries out of the reach of children.
- If you notice anything unusual when using this product such as abnormal noise, heat, smoke, or a burning odor:
  - ① remove the batteries immediately while being careful not to burn yourself, and;
  - ② call your dealer or local Olympus representative for servicing.

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# Main Features

- The recorder stores highly compressed WAVE and JPEG format in 16 MB integrated flash memory.
- The recorder supports three recording modes, HQ (High Quality) mode, SP (Standard Playback) mode and LP (Long Playback) mode.
  - Continuous recording time is approximately 45 minutes in HQ mode, approximately 67 minutes in SP mode and approximately 180 minutes in LP mode.\*
- A and B voice folders can hold a maximum of 100 audio files each, and the  (image) folder can hold a maximum of 250 image files.
- The recorder has a C-MOS solid-state 300,000-pixel image sensor (true pixels).
- Audio and image files are recorded to built-in flash memory. Data isn't lost during battery changes.
- It's easy to operate with Jogdial and a clear display.
- You can take pictures while recording audio. If you transfer data to your computer, you can see linked images while listening to recorded audio.
- You can edit audio and image files using the special "OLYMPUS Voice Album" software included in the package.
- Connect the included USB cable to your computer for faster transmission speed.

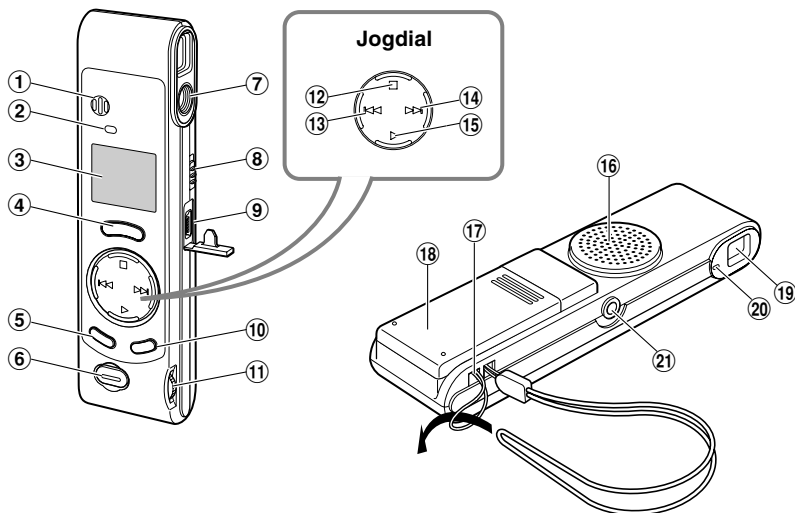
\* Available recording time for one continuous file. Available recording time may be shorter if many short recordings are made. (The displayed available recording time and recorded time are approximate indications.)

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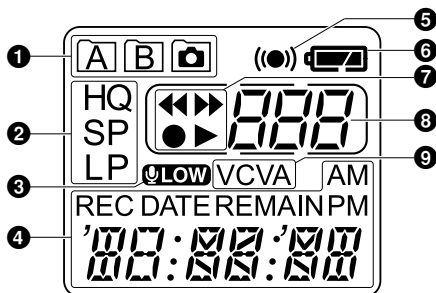
# Identification of Parts



- ① Built-in microphone
- ② Record indicator lamp
- ③ Display (LCD panel)
- ④ REC (Record) button
- ⑤ MENU/FOLDER button
- ⑥ Shutter button
- ⑦ Lens
- ⑧ HOLD switch
- ⑨ PC (USB) terminal
- ⑩ ERASE button
- ⑪ VOLUME control
- ⑫ STOP button

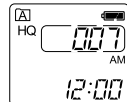
- ⑬  $\text{--/} \ll$  (Rewind) button
- ⑭  $\text{+} \gg \text{--}$  (Fast Forward) button
- ⑮ PLAY button
- ⑯ Built-in speaker
- ⑰ Strap hole
- ⑱ Battery cover
- ⑲ Viewfinder
- ⑳ Shooting lamp
- ㉑ Earphone jack

## Display (LCD Panel)

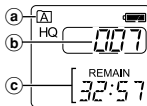


- 1 Folder indicator
- 2 Recording mode indicator
- 3 Microphone sensitivity display (LOW)
- 4 Current time/date, Recording time/date (REC DATE), Recording/Playing time, Remaining recording time (REMAIN), Menu display, etc.
- 5 Alarm indicator
- 6 Battery indicator
- 7 Rewind indicator (◀◀), Fast Forward indicator (▶▶), Record indicator (●), Play (▶) indicator
- 8 File number indicator
- 9 VCVA (Variable Control Voice) Actuator) indicator

When the recorder is halted and is not recording or playing back, it displays a clock.



If the STOP button is pressed and held, it displays the available remaining recording time and the total number of files in a folder.

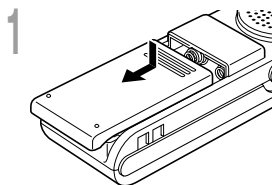


- a Current folder
- b Total number of files recorded in the current folder
- c Remaining recording time

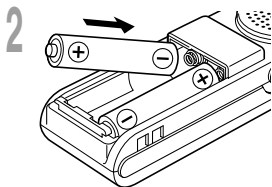
## Standby Mode and Display Shut Off

If the recorder is stopped or paused for 60 minutes or longer, it goes into Standby (power-save) mode, and the display shuts off. To exit Standby mode and turn on the display, press any button.

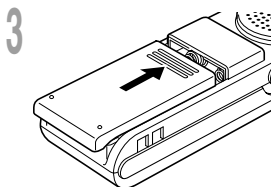
# Inserting Batteries



**1** Lightly press down on the arrow and slide the battery cover open.





**2** Insert two AAA alkaline batteries, observing the correct polarity.



**3** Close the battery cover completely.  
The hour indicator flashes, indicating the start of the Time/Date setup process (P.8).

## Replacing batteries

When  appears on the display, replace the batteries as soon as possible. When the batteries are depleted,  flashes on the display, and the recorder shuts off. AAA alkaline batteries are recommended.

It is recommended to set the HOLD switch to the HOLD position before you replace batteries to maintain the current settings (time/date, etc.). For your convenience, the recorder also logs the current settings in nonvolatile memory at hourly intervals.

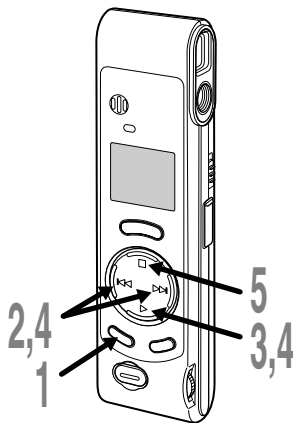
## Notes

- **Be sure to stop the recorder before replacing the batteries.** Unloading the batteries while the recorder is recording, erasing or otherwise accessing a audio file may corrupt the file. If you are recording into a file and the batteries run out, you will lose your currently recorded file because the file header will not be able to close. So, it is crucial to change the batteries once you see only one mark in the battery icon.
- Be sure to replace both batteries at the same time.
- **Never mix old and new batteries, or batteries of different types and/or brands.**
- Remove the batteries if you are not going to use the recorder for an extended period of time.

# Setting Time/Date (TIME)

If you have set the time and date, information as to when a file is recorded is stored automatically with that file. The time and date should be set to ease file management tasks. The time and date setting is also needed to perform the alarm playback function (P.20).

When you install batteries for the first time or each time you replace the batteries, the hour indication will flash. In such a case, be sure to set the time and date by following steps 4 through 5 described below.

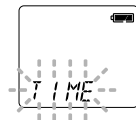


## Changing the Time/Date

- 1 Press and hold the **MENU/ FOLDER** button for 1 second or longer.

The menu opens (P.26).

- 2 Press the **+ />>>** or **- /<<<** button until “TIME” flashes on the display.



- 3 Press the **PLAY** button.

The hour indicator flashes, indicating the start of the Time/Date setup process.



- 4 Repeat steps ① and ② to set the time and date:

- ① Press the **+ />>>** or **- /<<<** to select a value.
  - ② Press the **PLAY** button to set the value.
- Time and date setup proceeds in the order of hour, minute, year, month, and date.

- 5 Press the **STOP** button.

The menu screen closes and “END” flashes.



# Notes on the Folders

- You can choose between 12 and 24 hour display by pressing the MENU/FOLDER button while setting the hour and minute.

(Example: 5:23 P.M.)

5:23<sup>PM</sup> ↔ 17:23  
(Initial setting)



- You can choose the order of the year, month, day by pressing the MENU/FOLDER button while setting them.

(Example: September 15, 2002)

→ 9. 15 '02 → 15. 9'02 → '02. 9. 15  
(Initial setting)

## Notes


- If you leave the recorder untouched for 3 minutes or longer before pressing the STOP button in step 5, Setup mode will be canceled, and any time/date settings you made will be canceled.
- If you press the STOP button during the setup operation, the clock will use the values that were set to that point.

The recorder has three folders: A, B, and . Press the MENU/FOLDER button to change folders. Folders toggle in the order of A → B →  → A ... each time the button is pressed.

### Folders A and B

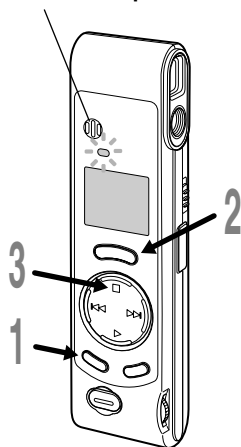
Each recorded message stored in a folder is saved as a Wave file. These folders can be selectively used to distinguish the kind of recording; for example, A might be used to store private information, while B might be dedicated to holding business information. Up to 100 messages can be recorded per folder.

### Folder

All image files, including image files recorded during audio recording in A or B folder, will be saved in the  folder. It holds a maximum of 250 image files.

# Recording

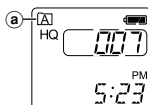
Built-in microphone



## 1 Press the **MENU/FOLDER** button to choose folder A or B.

The folder name is displayed.

(a) Current folder



## 2 Press the **REC** button to start recording.

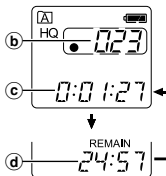
The record indicator lamp glows red.

• If you press the MENU/FOLDER button while recording, the screen display will change.

(b) Current file number

(c) Recording time

(d) Remaining recording time



## 3 Press the **STOP** button to stop recording.

### Pause Recording

#### Pause

Press the **REC** button while recording.


➡ The record indicator lamp will flash, and "PAUSE" and the record indicator (●) will flash on the display.

#### Resume Recording

Press the **REC** button again.

➡ Recording will resume at the point of interruption.

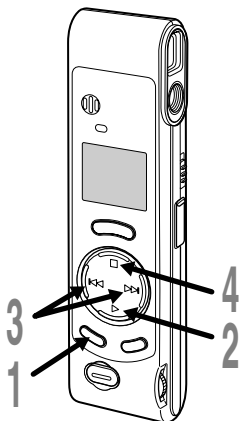
### Notes

- Even if you press the MENU/FOLDER button, the display will not change to current recording time if the remaining recording time is 5 minutes or less.
- When the remaining recording time becomes 1 minute or less, the record indicator lamp flashes.
- If "FULL" appears on the display, you cannot record in the selected folder. In such a case, erase unnecessary files (P.23).
- If you press the REC button while in folder , it automatically switches to folder A and starts recording. If there are 100 files in folder A, it switches to folder B.
- The recorder stops when it has been left paused for 10 minutes or longer.

# Recording Modes (MOdE)

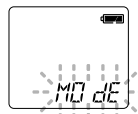
You can select from among three recording modes: HQ (High Quality) mode, SP (Standard Playback) mode and LP (Long Playback) mode. Continuous recording time is approximately 45 minutes in HQ mode, approximately 67 minutes in SP mode and approximately 180 minutes in LP mode.

The recording time shown above is for one continuous file. The available recording time may be shorter than specified if several files are recorded. (Use the remaining time and recorded time only as references.)



- 1 Press and hold the **MENU/FOLDER** button for 1 second or longer.**

"MOdE" will be displayed on the screen (see P.26).



- 2 Press the **PLAY** button.**

The recording mode setup process begins.

- 3 Press the **+/▶▶** or **-/◀◀** button to choose a recording mode.**



- 4 Press the **STOP** button.**

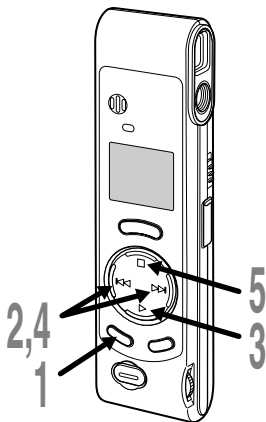
The menu screen closes and "END" flashes.

## Note

Choose HQ or SP mode for recording meetings or lectures with crisp clarity.

# Microphone Sensitivity (MIC)

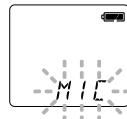
Microphone sensitivity is adjustable to meet recording needs.



- 1 Press and hold the **MENU/FOLDER** button for 1 second or longer.

The menu opens (see P.26).

- 2 Press the **+ />>>** or **- /<<<** button until “MIC” flashes on the display.



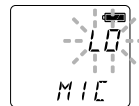
- 3 Press the **PLAY** button.

The microphone sensitivity setup process begins.

- 4 Press the **+ />>>** or **- /<<<** button to choose between HI and LO.

HI : High-sensitivity mode that records sounds in all directions.

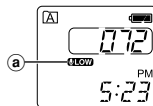
LO : Low-sensitivity mode suited for dictation.



- 5 Press the **STOP** button.

The menu screen closes and “END” flashes.

Ⓐ Microphone sensitivity display



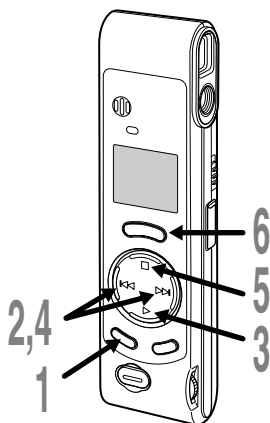
If you choose LO, **LOW** will appear on the display.

## Notes

- To ensure successful recording, make a test recording to choose appropriate microphone sensitivity before recording.
- If you choose HI, we recommend setting the recording mode to HQ or SP to best take advantage of the higher sensitivity.
- If you choose HI, background noise may be high depending on the recording conditions.

# Using the Variable Control Voice Actuator (VCVA)

When the microphone senses that sounds have reached a preset volume, the built-in Variable Control Voice Actuator (VCVA) starts recording automatically, and stops when the volume drops. Particularly helpful for extended recording, the VCVA not only conserves memory by turning off recording during silent periods, but also makes playback more efficient and convenient.



## 1 Press and hold the **MENU/FOLDER** button for 1 second or longer.

The menu opens (see P.26).

## 2 Press the **+ / >>>** or **- / <<<** button until “VCVA” flashes on the display.

## 3 Press the **PLAY** button.

The VCVA setup process begins.

## 4 Press the **+ / >>>** or **- / <<<** button to choose between On and OFF.

On : Will start recording in VCVA mode.

OFF : Will resume recording in normal mode.

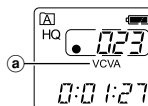
## 5 Press the **STOP** button.

The menu screen closes and “END” flashes.

## 6 Press the **REC** button to start recording.

When the VCVA senses sound louder than the preset volume, recording starts automatically. When it senses silence, recording automatically pauses after approximately 1 second, and the recorder enters Standby mode.

Ⓐ **VCVA indicator**



The record indicator lamp is lit during recording. When the recorder is in standby mode, the record indicator lamp flashes, and VCVA and the record (●) indicator flash on the display.

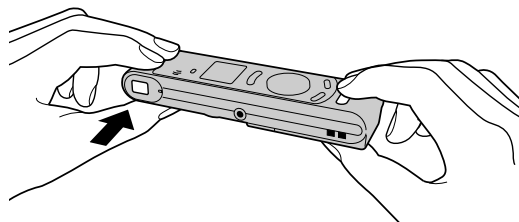
### Note

To ensure successful recordings, we recommend that you test the record function and volume before use.

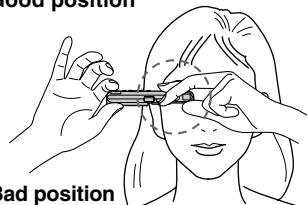
# Taking Pictures

## Holding the Camera (Recorder)

Hold the recorder securely with both hands and keep your elbows close to your body. Make sure you don't block the lens with your finger or the camera strap.



**Good position**



**Bad position**



## Shooting Lamp System

When the shooting lamp on the side of the finder is on or flashes in orange or green, that indicates the recorder is in one of the following states:

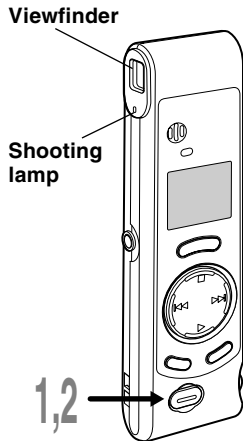
<b>Lamp Status</b>	<b>Recorder Status (Shutter button)</b>	<b>Can/cannot</b>
Lit in orange	Adjusting exposure (Half-Press)*	You cannot take a picture. Take a picture when the shooting lamp is lit in green. If the lamp doesn't change to green, it's too bright or too dark to shoot. If the lamp is lit in orange for 6 seconds or longer, change the brightness before take a picture.
Lit in green	Appropriate exposure (Half-Press)	You can take a picture.
Flashing in orange	Wrong exposure (Full-Press) Maximum number of files recorded (Half-Press) Insufficient memory remaining (Half-Press)	You cannot take a picture.
Flashing in green	Photography completed (Full-Press)	You can take another picture.

\*Adjusting time varies according to brightness.

## Taking Pictures

You can choose any folder when taking pictures: A, B, or . All pictures will be saved in folder .

The shutter button has two stages. Exposure is adjusted during the first stage, and a picture is taken in the second stage.




### 1 Press the shutter button halfway (Half-press).

The shooting lamp next to the finder turns orange. When the lamp changes from orange to green, it's ready for you to take a picture.

### 2 Keep the button gently pressed, and then press it further (Full-press).

The recorder takes a picture. When the shooting lamp flashes in green, photography is completed.

If the lamp flashes in orange, that means a picture wasn't taken, so try taking a picture again.

- If you press the STOP button while in folder , the total number of image files will appear. A maximum of 250 image files can be stored.

#### **Current number of recorded files**






You can take pictures while you are recording audio (recording pause).

### Notes

- Always press the shutter button gently. If you press too hard, the recorder may move and the image will be blurred.
- You cannot see recorded images using the recorder's display. Transfer image files to a computer and use the "OLYMPUS Voice Album" software included in the package to view them (P.30).

### If you cannot take a picture

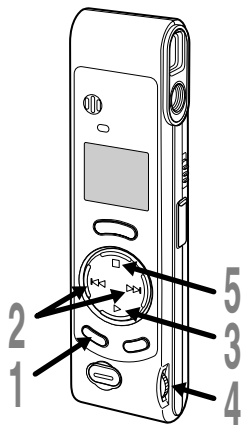
The following are probable causes. Eliminate the problem and resume photography.

Probable cause	Message	Action
Maximum number of image files recorded (250 images)	The shooting lamp flashes in orange. The display flashes "FULL". The display flashes the file number.	Erase unwanted image files.
Insufficient memory remaining	The shooting lamp flashes in orange. The display flashes "FULL".	Erase unwanted audio files or image files.
Insufficient battery power remaining	The display flashes  or  .	Replace with new batteries.
50 image files have already taken while recording one audio file	The shooting lamp flashes in orange.	Press the STOP button to stop recording, then press the REC button to start a new audio file and record images.*
The shutter button was pressed (full-press) while the shooting lamp was lit in orange	The shooting lamp flashes in orange. The display flashes  .	Take a picture when the shooting lamp is green. If the lamp doesn't change to green, it's too bright or too dark to take a picture.

\*The audio file will be recorded as two audio files.



# Playing



1 Press the **MENU/FOLDER** button to choose folder A or B.

2 Press the **+ / >>>** or **- / <<<** button to choose the file that you want to play.

3 Press the **PLAY** button to start playback.

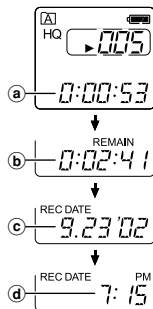
- If you press the MENU/FOLDER button during playback, the screen display will change.

- Ⓐ File elapsed time
- Ⓑ File remaining time
- Ⓒ Recording year, month, and date
- Ⓓ Time of recording

4 Adjust the **VOLUME** control to your liking.

5 Press the **STOP** button at any point you want to stop the playback.

Resume playback by pressing PLAY button again.



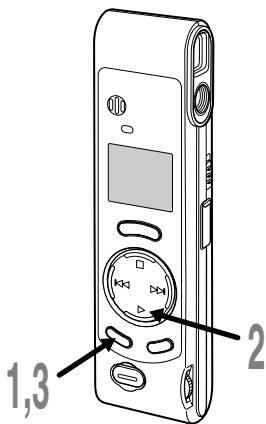
Playing

Playback functions	Operation	How to Cancel
<b>Fast Playback (F.PLAY)</b>	Press the <b>PLAY</b> button for 1 second or longer while stopped or playing a file. ➡ The recorder plays back at approximately 30% faster than normal rate.	Press the <b>PLAY</b> button again. ➡ Playback returns to normal rate.
<b>Fast Forward (▶▶)</b>	Hold the <b>+/▶▶ </b> button while playing a file. ➡ The recorder stops when it reaches the end of the file. Continue pressing the <b>+/▶▶ </b> button to proceed with the cue from the beginning of the next file.	Release the <b>+/▶▶ </b> button. ➡ Playback returns to normal rate.
<b>Rewind (◀◀)</b>	Hold the <b>-/◀◀ </b> button while playing a file. ➡ The recorder stops when it reaches the beginning of the file. Continue pressing the <b>-/◀◀ </b> button to proceed with the review from the end of the previous file.	Release the <b>-/◀◀ </b> button. ➡ Playback returns to normal rate.
<b>Skipping to beginning of a file*</b>	Press the <b>+/▶▶ </b> button in stop mode, playback mode, or fast playback mode. ➡ Stop mode ..... The recorder stops at the beginning of the next file. ➡ Playback mode ..... The recorder skips to the beginning of the next file and starts playing it. ➡ Fast playback mode .... The recorder skips to the beginning of the next file and starts fast playback.	—
	Press the <b>-/◀◀ </b> button in stop mode, playback mode, or fast playback mode. ➡ Stop mode ..... The recorder stops at the beginning of the previous file. ➡ Playback mode ..... The recorder skips to the beginning of the current file and starts playing it. ➡ Fast playback mode .... The recorder skips to the beginning of the current file and starts fast playback.	—

\* If you keep pressing the **+/▶▶|** or **-/◀◀|** button in stop mode, the recorder continuously skips to the beginnings of files (SKIP).

# Moving Files Between Folders (MOVE)

You can move a file recorded in folder A or B to the other.  
The moved file is added at to the end of the destination folder.



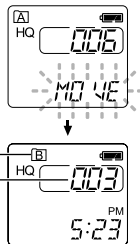
**1** Press the **MENU/FOLDER** button to choose folder A or B.

**2** Choose the file you want to move and play it.

**3** Press and hold the **MENU/FOLDER** button for 1 second or longer.


Playback stops, and “MOVE” flashes on the display.

- a Destination folder
- b Destination number of the file



The destination folder and the number of the moved file appear on the display, and moving is completed.

## Notes

- You cannot move files between folder  and the other folders.
- If the destination folder is full (a maximum of 100 files), “FULL” appears on the display and files cannot be transferred to it.

# Alarm Playback Function (ALARM)

The alarm playback function can be set to play a selected file at a pre-set time. Up to 5 alarms can be set.

## Setting Alarm Playback

**1** Press the **MENU/FOLDER** button to choose folder A or B.

**2** Press the **+ />|||** or **- /<|||** button to choose the file to be played when the alarm sounds.

**3** Press and hold the **MENU/FOLDER** button for 1 second or longer.

The menu opens (P.26).

**4** Press the **+ />|||** or **- /<|||** button until “ALARM” flashes on the display.

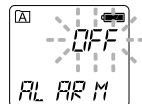
**5** Press the **PLAY** button.

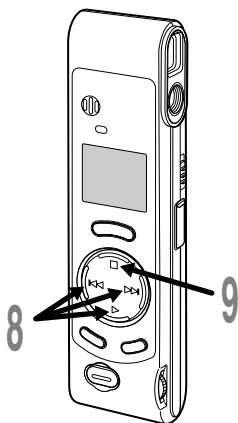
“ALARM” turns on and “OFF” flashes.

**6** Press the **+ />|||** or **- /<|||** button to select On.

**7** Press the **PLAY** button to complete the setup screen.

The month indicator flashes.





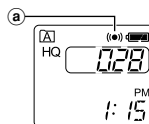
## 8 Repeat steps ① and ② to set the time and date:

- ① Press the +/▶▶▶ or -/◀◀◀ to select a value.
  - ② Press the PLAY button to set the value.
- Time and date setup proceeds in the order of month, date, hour, and minute.

## 9 Press the STOP button.

The menu screen closes and “END” flashes.

Ⓐ Alarm indicator



An alarm will sound at the scheduled time for 5 minutes. Press the STOP button while the alarm is sounding to play back the file you associate with the alarm. **Press the STOP button again to stop file alarm playback.**

## Notes

- The alarm tone stops automatically if no button is pressed within 5 minutes after the alarm starts. The file is not played back in this case.
- After alarm playback is over, the alarm playback function is canceled automatically.
- You cannot set the alarm playback function for more than 5 files. Also, if no files are recorded in the selected folder, you cannot set the alarm playback function.
- You cannot set the year of the file to be played.

### To Cancel an Alarm Playback

1 Press the **MENU/FOLDER** button to choose folder A or B.

2 Press the **+ />|||** or **- /<|||** button to select a file for which alarm playback is set.

3 Press and hold the **MENU/FOLDER** button for 1 second or longer.

The menu opens (see P.26).

4 Press the **+ />|||** or **- /<|||** button until “ALARM” flashes on the display.

5 Press the **PLAY** button.

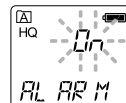
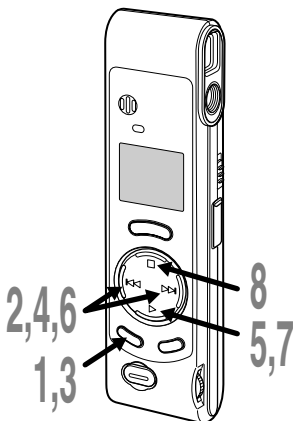
“ALARM” turns on and “On” flashes.

6 Press the **+ />|||** or **- /<|||** button to select OFF.

7 Press the **PLAY** button.

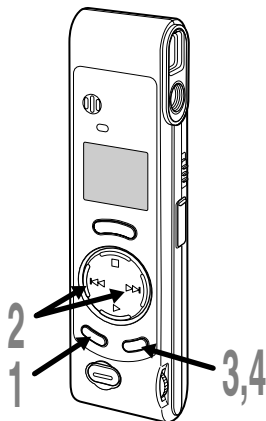
8 Press the **STOP** button.

The menu screen closes and “END” flashes.



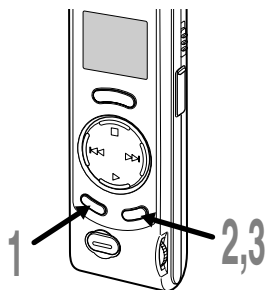
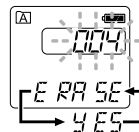
# Erasing

You can easily erase unnecessary files. Sequential file numbers are reassigned automatically.



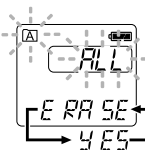
## Erasing One File at a Time

- 1 Press the **MENU/FOLDER** button to choose a folder.**
- 2 Press the **+ />>>** or **- /<<<** button to choose the file you want to erase.**  
You can erase a file while you are playing it back.
- 3 Press the **ERASE** button.**  
The file number flashes, then alternatively “ERASE” and “YES” appear on the display for 8 seconds.
- 4 Press the **ERASE** button again.**  
The file is erased.



## Erase All Files from a Folder

- 1 Press the **MENU/FOLDER** button to choose a folder.**
- 2 Press the **ERASE** button for 2 seconds or longer.**  
The folder name and “ALL” flash, then alternatively “ERASE” and “YES” appear on the display for 8 seconds.
- 3 Press the **ERASE** button again.**  
All files in the selected folder are erased simultaneously.

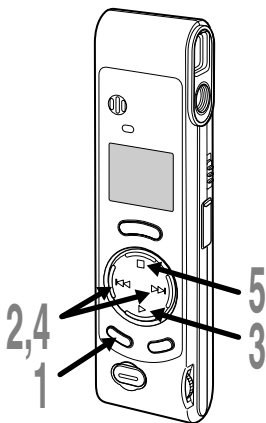


### Notes

- If the ERASE button is not pressed within the 8 seconds after “ERASE” starts flashing, the recorder will revert to stop status.
- An erased file cannot be restored. We recommend you transfer important files to a computer, and check their content before erasing them from the recorder.

# System Sounds (bEEP)

The recorder beeps to alert you to button operations or warn you of errors. System sounds may be turned off.



- 1 Press and hold the **MENU/ FOLDER** button for 1 second or longer.**

The menu opens (see P.26).

- 2 Press the **+/▶▶▶** or **-/◀◀◀** button until “bEEP” flashes on the display.**



- 3 Press the **PLAY** button.**

The system sound setup process begins.

- 4 Press the **+/▶▶▶** or **-/◀◀◀** button to choose between On and OFF.**

On : System sounds are enabled.

OFF : System sounds are disabled.



- 5 Press the **STOP** button.**

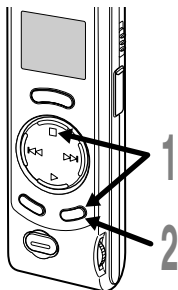
The menu screen closes and “END” flashes.

If the alarm playback function has been set, the alarm will sound at the scheduled time even if system sounds are turned off.



# Resetting the Recorder (CLEAR)

This function erases all files stored in the recorder and also resets the current time and other settings to their initial status. If you have important files that you want to save, connect the recorder to a computer and transfer those files from the recorder to the computer before resetting the device.



- 1 While holding the **STOP** button, hold the **ERASE** button for 2 seconds or longer.

“CLEAR” and “YES” appear alternately on the display for 8 seconds.



- 2 Press the **ERASE** button again.

The recorder returns to the default condition at the time of purchase, and shows the date and time setting screen (P.8).

## Note

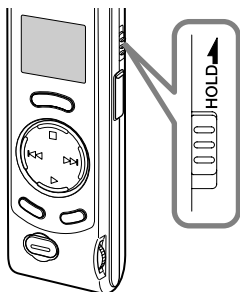
If the ERASE button is not pressed within the 8 seconds after “CLEAR” starts flashing, the recorder will revert to stop status.

## Hold

### Setting the HOLD switch to the HOLD position.

If you set the recorder to HOLD position by sliding the HOLD switch in the direction of the arrow, the current conditions will be preserved, and all buttons and switches except the HOLD switch will be disabled. This feature is useful when the recorder has to be carried a bag or a pocket because files won't be erased if the ERASE button is pressed by accident.

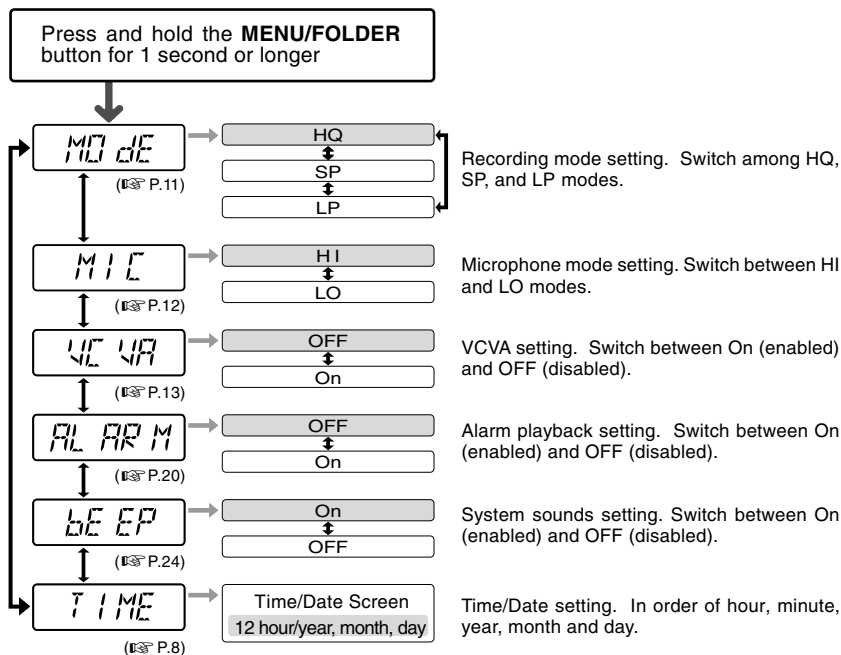
**Remember to reset the HOLD switch when using the recorder.**




## Notes

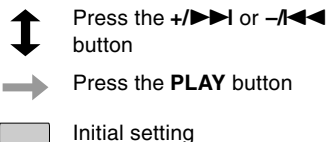
- The recorder functions as follows with the HOLD switch set to the HOLD position:
  - If the recorder is stopped, the display goes dark.
  - If the recorder is playing, the display goes dark when playback of the current file has completed.
  - If the recorder is recording, the display goes dark when the recorder stops recording automatically upon running out of free memory.
- When the display is dark because the HOLD switch is set to the HOLD position, you can make the clock flash for 2 seconds by pressing any button.
- When you set the HOLD switch to the HOLD position while playing back, you can still adjust the volume using the VOLUME control.
- The alarm will sound at the scheduled time even if the recorder is set to HOLD. The recorder will then begin to play the file associated with the alarm once you press the STOP button.

# Menu List



## Notes

- If you choose folder , "ALARM" won't appear.
- The recorder will stop if you leave it idle for 3 minutes during a menu setup operation, when a selected item is not applied.



# Using OLYMPUS Voice Album Software

By connecting the recorder to your PC, you will be able to use Voice Album in the following ways:

## Visual Index function



The Visual Index function displays the images corresponding to the index points in the audio file. You can quickly and easily search the important audio file or the important part of recording with the linked images.

## PC Camera function



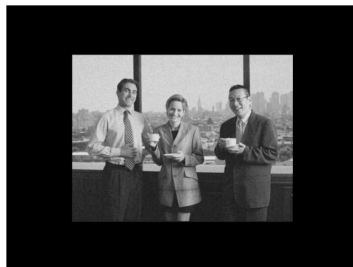
You can monitor the images using your PC.

## Voice Album function



You can add your comments and narration to image files.

## Slide show function



You can enjoy the slide show with recorded voice comments.

## Notes

- For more information on menus and operations, refer to Online Help. You will be able to use Online Help after Voice Album is installed.
- Image files (including any Visual Index) cannot be transferred from a PC to the recorder.

## Operating Environment

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PC:	IBM PC/AT compatible PC
Operating System:	Microsoft Windows 98/ 98SE/ Me/ 2000 Professional/ XP Professional, Home Edition
CPU:	Intel Pentium II class 233 MHz processor or better
RAM:	64 MB or more
Hard drive space:	10 MB or more
Drive:	2x or faster CD-ROM drive
Sound card:	Creative Labs Sound Blaster 16 or 100% compatible sound card
Browser:	Microsoft Internet Explorer 4.01 or later
Display:	800 x 600 pixels or more, 256 colors or more
USB port:	One free port
Audio I/O terminals:	Earphone output or speakers

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### Notes

- USB ports are not available on PCs running Windows 95 or that have been upgraded from Windows 95 to any other OS.
- Certain functions, such as remote and direct recording, do not work on PCs that don't have USB ports.
- Voice Album is software specifically designed for this recorder. You cannot use it with any other recorder.
- Voice Album isn't compatible with voice recognition software.

# Installing Software

**Before you connect the USB cable to the recorder and your PC, you must first install the software.**

**Be sure to confirm the following before installation:**

- Check your PC's operating system before attempting installation.
- Exit all running applications.
- If you are running Windows 2000 /XP (Professional only) on a network, you need to log on as an administrator.

## **1 Insert OLYMPUS Voice Album into the CD-ROM drive.**

The installation program will start automatically. Once the program starts, jump to step 4. If it does not, follow the procedures in steps 2 and 3.

## **2 Click on the [Start] button and select [Run].**

## **3 Enter "D:/Setup.exe" in the [Open] field and click on [OK].**

This is assuming the CD-ROM is in drive D.

## **4 The installation Language Selection dialog box opens.**

Click on the desired language to select it.

## **5 Click on [Next] when the Voice Album opening screen appears.**

## **6 Confirm your acceptance of the terms of the Licensing Agreement.**

You must accept the terms of the Licensing Agreement to install Voice Album. If you accept them, click on [Yes].

## **7 Select where to install Voice Album.**

This lets you specify the folder in which to install Voice Album. Click on [Browse] to find the desired installation folder. To accept the default folder, click on [Next].

### **Note**

If the installation folder does not exist, a confirmation dialog box opens to get your permission to create a folder for this purpose. Click on [Yes].

## **8 Select a program menu folder.**

You may change the program menu folder to another one, such as [Startup]. To accept the default folder, click on [Next].

## **9 Authorizing the start of file copying.**

Confirm all "Current Settings". To accept them, click on [Next].

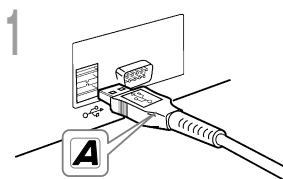
### **Note**

To change the program menu folder or installation folder, click on [Back].

## **10 Copy files.**

Wait until Voice Album is installed on your PC, then click on [Finish].

# Starting Voice Album

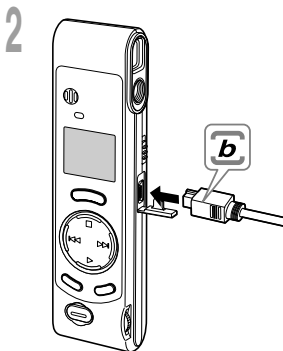
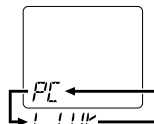


**1** Insert end A of the USB cable to your PC's USB port or USB hub.


**2** Confirm that the recorder is not in use before attaching end b of the USB cable to the PC terminal port of the recorder.

- Release the HOLD switch on the recorder and make sure that the recorder is in stop mode before plugging in the USB cable.

When the recorder and the PC are connected with the USB cable, the recorder display alternately flashes "PC" and "LINK".



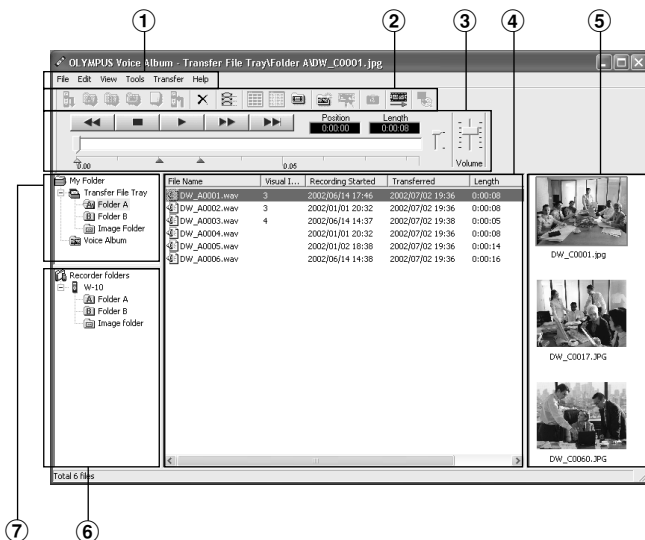
To use Voice Album without connecting the recorder to the PC, or if Voice Album does not start automatically when you connect the recorder to the PC, click on the [Start] button, point to [All Programs], select [OLYMPUS Voice Album] then click on [OLYMPUS Voice Album].

To exit Voice Album, click on the  button on the window, or click on [File], and then click on [Exit Voice Album].

## Notes

- When you start Voice Album for the first time by connecting the recorder to the PC after installation, it may take a few minutes to start.
- When the recorder is connected to the PC, the recorder accommodates only Voice Album operations.
- Do NOT use any USB cable other than the one supplied.
- Do NOT disconnect the USB cable before file transfer or recording is completed.

# Window Names



- ① Menu bar  
You can select various menu commands.
- ② Tool bar  
Frequently used menu commands are assigned to buttons.
- ③ Playback Controller  
Control buttons to play and stop audio files.
- ④ File List View  
Will display the folders selected in ⑥ and ⑦.

- ⑤ Visual Index View  
Displays Visual Indexes (which are images linked to an audio file).
- ⑥ Recorder View  
Displays folder structure of connected recorder.
- ⑦ Folder View  
Displays folder structure in which files transferred and saved in the PC.

\* All images have been inserted for display only, so actual appearance may be different.


# Using Online Help

To open Online Help, do either of the following:


- Click on the [Start] button, select [All Programs], then [OLYMPUS Voice Album], then click on [Help].
- While Voice Album is running, choose [Contents] from the [Help] menu.
- While Voice Album is running, press [F1] on the keyboard.

## Search by Contents

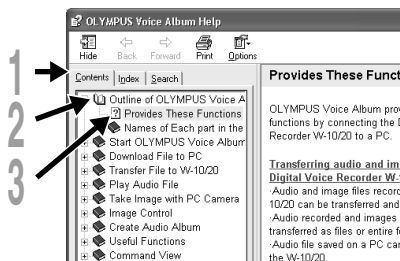
**1** Once the Online Help screen appears, click on the Contents tab.

**2** Double-click on the  icon of the desired topic heading.

The title of the topic is displayed.

**3** Double-click on the  icon of the desired topic.

An explanation of the topic is displayed.



## Search by Key word or Phrase

**1** Once the Online Help screen appears, click on the Index tab or Search tab.

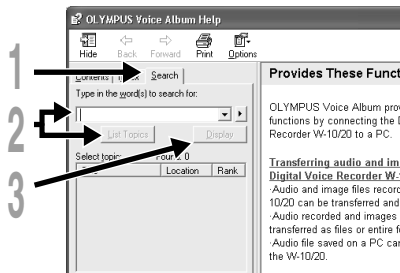
**2** Enter text.

If you select the keyword tab, searching starts automatically.

If you select the search tab and input a phrase, click [List Topics].

**3** Choose a topic, then click on [Display].

An explanation of the topic is displayed.



### Note

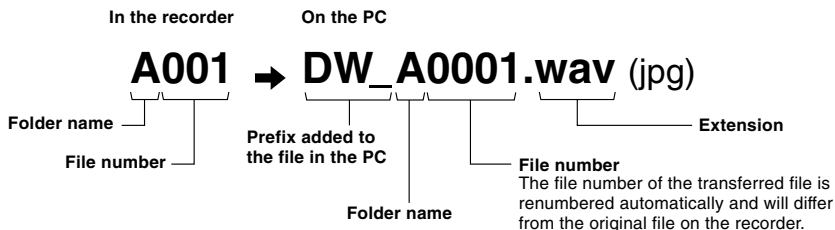
For more information on menus and operations, refer to Online Help. You will be able to use Online Help after Voice Album is installed.



# File Format

Transferred audio files are recorded in WAVE format (.wav) and image files are recorded in JPEG format (.jpg).

When you transfer files, the filenames change as follows.



## Measure of size of file and time for transfer

Audio file	Size of file	Time for transfer*
HQ mode	Approx. 3.2MB	Approx. 1 minute
SP mode	Approx. 1.6MB	Approx. 30 seconds
LP mode	Approx. 1.2MB	Approx. 15 seconds

(5 minutes of recording with the recorder)

Image file	30 to 50KB	2 to 3 seconds
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(per image file)

\* Transfer time may vary depending on the performance and configuration of your PC.

### Notes

- Transfer may take several minutes depending on the recording mode of the file to be transferred and the PC operating environment.
- If the file to be transferred already exists on the PC, it won't be transferred.

# Troubleshooting

Symptom	Probable cause	Action
Nothing appears on the display	The batteries are not loaded properly. The recorder is in HOLD mode.	Verify polarity is correct (P.7). Release the recorder from HOLD (P.25).
Won't start	The recorder is in HOLD mode.	Release the recorder from HOLD (P.25).
Unable to record	Low remaining internal flash memory. The maximum number of files has been reached.	Erase unnecessary files (P.23). Check another folder (P.9).
No playback tone heard	The earphone is connected. The VOLUME control is set to 0.	Unplug the earphones to use the internal speaker. Adjust the VOLUME control.
Noise heard during playback	The recorder was placed near a cell phone or fluorescent lamp while recording or during playback.	Move the recorder.
Recording stops midway	VCVA is turned on.	Turn VCVA off (P.13).
Cannot find the recorded audio	Wrong folder.	Switch to the right folder (P.9).
Files cannot be moved	The number of files in the destination folder has reached 100 (maximum recording number).	Erase unwanted files in the destination folder (P.23).
The shooting lamp doesn't change from orange to green	Objects are too bright or too dark.	Take measures such as shifting the direction the recorder is pointed in.
Focus is blurry	The recorder moved when the shutter button was pressed (camera shake). Too close to subject.	Hold the recorder properly so it doesn't move, and gently press the shutter button (P.14). Take pictures at least 80cm away from the subject.
Recorded images appear different from the view in the finder	—	The image appearing in the finder is for approximate reference only. Take a test shot beforehand to check how the image will actually appear.

# Specifications

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**Recording medium:** Built-in flash memory

**Power supply:** Two AAA (LR03 or R03) batteries

**Battery life:** Recording ..... Approx. 24 hours

Shooting ..... 5,000 images or more  
(with alkaline batteries, based on our  
standard testing procedure)

**External dimensions:** 119.5 x 29.5 x 19.5mm  
(without protrusions)

**Weight:** 70 g (including batteries)

**Recording format:** WAVE

**Input level:** -70 dBV

**Sampling frequency:**

HQ mode ..... 15.5 kHz

SP mode ..... 10.3 kHz

LP mode ..... 3.9 kHz

**Overall frequency response:**

HQ mode ..... 300 to 5,800 Hz

SP mode ..... 300 to 4,200 Hz

LP mode ..... 300 to 1,600 Hz

**Recording time:**

HQ mode ..... 45 minutes

SP mode ..... 67 minutes

LP mode ..... 180 minutes

**Speaker:** Built-in ø23 mm round dynamic speaker

**Maximum working output (3 V DC):**

110 mW (8 Ω speaker)

**Earphone jack:**

ø3.5 mm mini-jack, impedance 8 Ω or more

**Recording format:** JPEG (DCF-compliant)

**Image pickup device:**

1/4-inch VGA C-MOS solid-state image  
pickup device, 0.3 million pixels (total)

**Number of recording pixels:** 640 x 480 pixels

**Number of shootable frames:** 250

**White balance control:** Full-auto TTL

**Exposure control system:** Full-auto

**Lens:** 4-element glass lens (IR coated), F2.8, f=6.5mm  
(equivalent to 61 mm lens with 35 mm camera)

**Shooting distance:** 0.8m to ∞

**Viewfinder:** Optical, real-image viewfinder

**Operating environment Temperature:** 0 to 40°C

\* Specifications and design are subject to change  
without notice.

\* Battery life varies greatly according to type of  
batteries used and the conditions of use.

# Technical Assistance and Support

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The following are for only technical questions  
and support about OLYMPUS recorder and  
software.

◆ Technical Hotline Number in the U.S. and  
Canada  
1-888-553-4448

◆ User Support E-mail address in the U.S.  
and Canada  
distec@olympus.com

◆ Technical Hotline Number in Europe  
Toll free number  
00800 67 10 83 00  
available for Austria, Belgium, Denmark,  
France, Germany, Netherlands, Norway,  
Sweden, Switzerland, United Kingdom

Charged numbers  
+49 180 567 1083  
available for Finland, Italy, Luxemburg,  
Portugal, Spain and Czech Republic  
+49 40 23773 899  
available for Greece, Croatia, Hungary and  
the rest of Europe

◆ User Support E-mail address in Europe  
dss.support@olympus-europa.com

**OLYMPUS OPTICAL CO., LTD.**

San-Ei Building, 22-2, Nishi Shinjuku 1-chome, Shinjuku-ku, Tokyo, Japan. Tel. 03-3340-2211

**OLYMPUS AMERICA INC.**

Two Corporate Center Drive, Melville, NY 11747-3157, U.S.A. Tel. 1-800-622-6372

**OLYMPUS OPTICAL CO (EUROPA) GMBH.**

(Premises/Goods delivery) Wendenstrasse 14-18, 20097 Hamburg, Germany. Tel. 040-237730

(Letters) Postfach 10 49 08. 20034 Hamburg. Germany.

**OLYMPUS OPTICAL CO. (U.K.) LTD.**

2-8 Honduras Street, London EC1Y 0TX, United Kingdom, Tel. 020-7253-2772

<http://www.olympus.com>

***Declaration of Conformity***

Model Number: W-10  
Trade Name: DIGITAL VOICE RECORDER  
Responsible Party: OLYMPUS AMERICA INC.  
Address: 2 Corporate Center Drive, Melville, NY 11747-3157, U.S.A.  
Telephone Number: 800-622-6372

This device Complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.



Tested To Comply  
With FCC Standards

FOR HOME OR OFFICE USE

**Canadian RFI**

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the Radio Interference Regulations of the Canadian Department of Communications.

Cet appareil numerique ne depasse pas limits de Categorie B pour les emissions de bruit radio emanant d'appareils numeriques, tel que prevu dans les Reglements sur l'Interference Radio du Department Canadian des Communications.



"CE" mark indicates that this product complies with the European requirements for safety, health, environment and customer protection.



Das „CE“ Zeichen bestätigt die übereinstimmung mit den Europäischen Bestimmungen für Betriebssicherheit und Umweltschutz.



El distintivo "CE" indica que este producto cumple las exigencias europeas en materia de seguridad, salud, medio ambiente y protección al consumidor.



L'indication "CE" signifie que ce produit est conforme aux exigences concernant la sécurité, la santé, l'environnement et la protection du consommateur.



Il marchio "CE" indica che questo prodotto è conforme alle norme della comunità europea per quanto riguarda la sicurezza, la salute, l'ambiente e la protezione del consumatore.